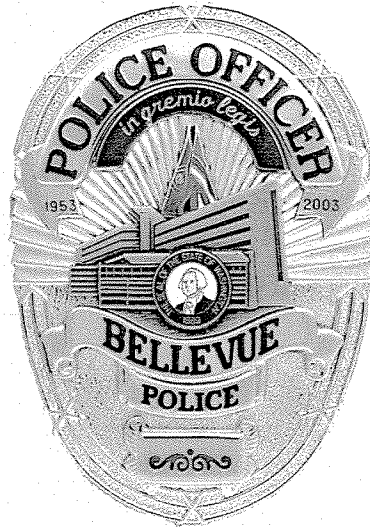


Bellevue Police Department

Staff Support Services

2005 Annual Report



Community, Trust, Safety

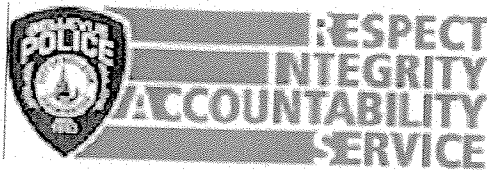
James E. Montgomery
Chief of Police

Major Michel Pentony
Staff Support Commander



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Bellevue Police Department Staff Support Mission Statement

To provide quality services which support the internal operation of the Bellevue Police Department and the citizens of the community with a high level of efficiency and integrity in a confident, respectful manner.

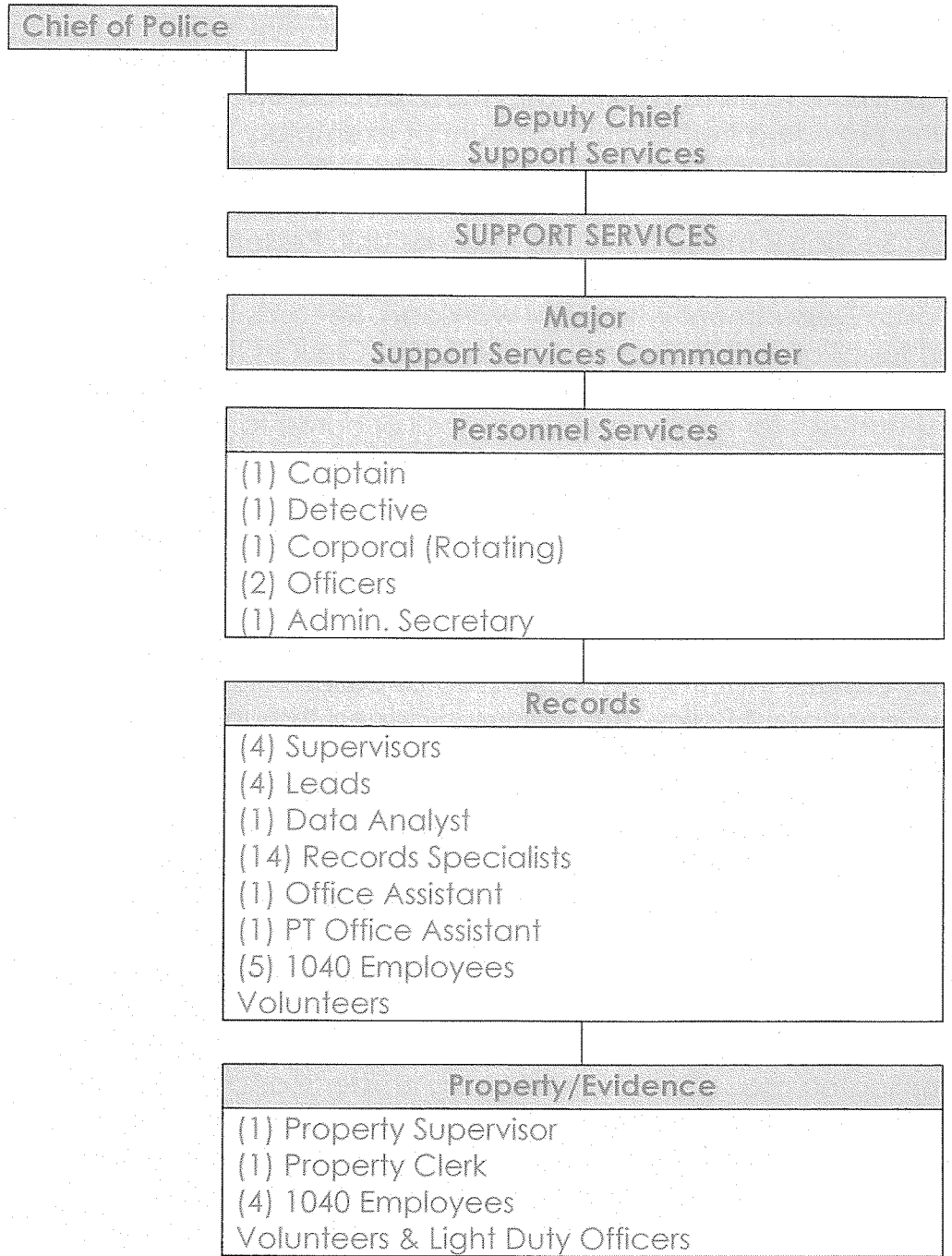
The Staff Support Section of the Bellevue Police Department is comprised of the Personnel Services Unit, Property Evidence Unit and Records Unit. The commander assigned to oversee the Staff Support Section is Major Michel Pentony.

The **Personnel Services Unit** is responsible for recruiting, testing, and hiring new employees. This unit is responsible for ensuring that all new and experienced officers have the most up-to-date training and equipment.

The **Property Evidence Unit** is responsible for tracking all property booked into its unit and maintaining the chain of evidence custody. The staff in Property Evidence provides training to officers on the proper packaging of evidence to ensure compliance with State and Federal regulations for the collection, storage and disposal of property and evidence.

The **Records Unit** provides support services to police department personnel, 24 hours, seven days a week. During business hours, the Records staff provides non-emergency police services to citizens at the police lobby and by telephone. Records functions include management of police crime reports and tickets, records retention, file management and dissemination, and taking citizens' non-emergency requests for police assistance.

**2005 Staff Support Units
Organizational Chart**



2005 Staff Support Section Annual Report

Commander's Message

On behalf of the entire Staff of the Staff Support Section, I would like to welcome you to our 2005 Annual Report. The Staff Support Section is largely made up of professional staff as well as some commissioned staff. It has been my pleasure to have worked with these dedicated professionals who provide a tremendous amount of exemplary service to the citizens of Bellevue as well as our internal and city-wide staff.

The Staff Support Section is made up of the Records Unit, Personnel Services Unit, and the Property Room. Each of these Units is among the busiest in the Police Department in terms of workload. Records Unit staff provide support for all of Police Operations Staff, City Clerk's Office, Legal Department, District Court, and other City Departments. Most importantly they are the first contact for many citizens who call or come to the front counter and require Police or civil related services. The Records Unit is different from most Police Records Units in that it manages warrants, domestic violence-related court orders, and the Washington State Crime Information Center (WACIC).

The Personnel Services Unit works closely with all sections of the Police Department and ensures that training is provided as called for by State law and Police Department Policy. The training provided through or by the Personnel Services Unit is second to none in the state and is the envy of many police departments. In addition, they are responsible for all recruiting and hiring of Police Department staff and assist other City Departments with their expertise. Almost all of the personnel-related matters are managed through the Personnel Services Unit.

The Property Room maintains all of the evidence and property taken by the Department. Property Room staff track thousands of items each year, including large quantities of illicit drugs and firearms. Because of the strict and often complicated requirements of retaining property and evidence, the staff at the Property Room must work very diligently on accounting for each and every item. Maintaining a properly run Property Room is one of the most important administrative tasks of any police department.

The Staff Support Section continues to be deeply involved with the new Public Safety Wireless system. The Staff Support Section is responsible for the Department's role in two large information sharing initiatives; RAIN, which is a project of the King County Police Chiefs' Association, and the Northwest Law Enforcement Information Exchange, which is a project of the Naval Criminal Investigative Service. In 2004 the RAIN Executive Board received funding through a Homeland Security initiative and the system

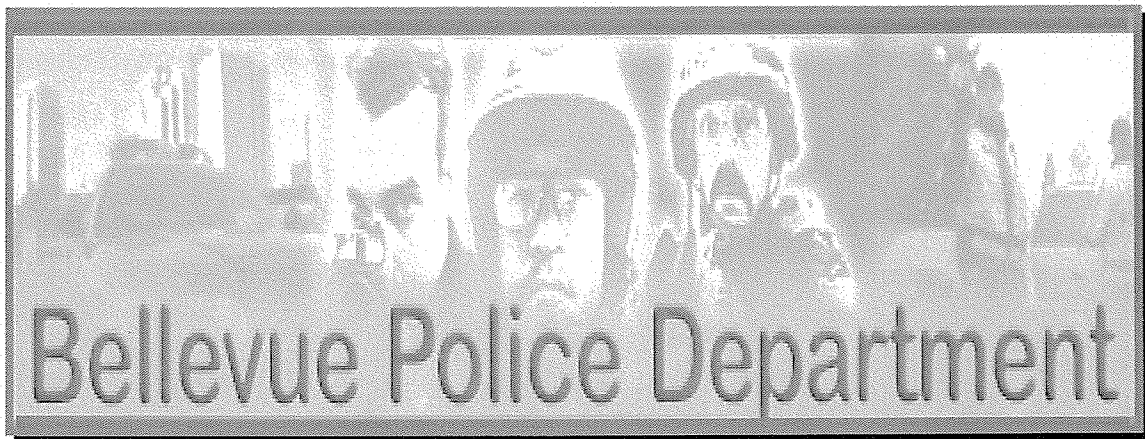
2005 Staff Support Section Annual Report

has been built out to most of the 39 Police jurisdictions in King County. The Bellevue Police Department is a member of the Northwest Law Enforcement Information Exchange, which is providing information sharing ability to agencies all over the State and United States, most importantly with Federal law enforcement agencies. Information is one of the most important elements in success in solving crimes and in the proactive reduction of the risk of crime to our communities.

I would like to thank all of our staff for their hard work and dedication over the last year. They are the people who are responsible for all of our accomplishments and the service to our citizens that is second to none in the region.

Major Michel Pentony
Commander, Staff Support

Personnel Services Unit



Personnel Services Unit

Training

Spring In-service

- Officer-involved DV
- Crime Scene Investigation
- Policy Manual
- Firearms

Fall In-service

- Introduction to information systems RAIN, LInX
- CommandPoint Update
- Reality Based Training

Spring and Fall Qualifications

Both qualifications were completed in a timely manner. This reflects on the Range Master and the supervisors to ensure all officers were available. In addition, no officers failed to qualify.

Supervisor and Leadership Training

Randy Means presented to all police supervisors and command staff.

Additional Training

Crowd Control, SWAT, Rifle Program, Taser Program, Defensive Tactics and HNT all received training throughout the year. Most of the training is completed by our in-house instructors.

Recruiting

This year we had a strategic planning session to increase our ability to recruit new and lateral officers. We have implemented part of this plan and have already seen an increase in the women and minorities who are testing for Bellevue PD.

Hiring

There were 14 Police employees hired in 2005, excluding 1040 employees.

Police Officers - 9 vacancies

	Lateral	Entry
Tested	11	194
Backgrounded	9	19
Hired	3	5

50% of those backgrounded were hired.

Records Specialists – 3 vacancies

Tested	44
Backgrounded	12
Hired	3

25% of those backgrounded were hired.

Dispatchers – 3 vacancies

Tested	51
Backgrounded	24
Hired	3

13% of those backgrounded were hired.

Background Investigations

We had four officers and two dispatchers complete the IPTM Background Investigations course this year. There were a total of 76 background investigations completed. In addition to this number there were over 150 security checks completed for Bekins and Purus who were the movers for the Police Department.

Quartermaster Program

A new database was constructed and implemented for our new Quartermaster database. This functional unit allows PSU to track all uniform and equipment items purchased for the PD. We continued to have two volunteers to work in the Quartermaster program. They have been a valuable asset to our unit.

Personnel

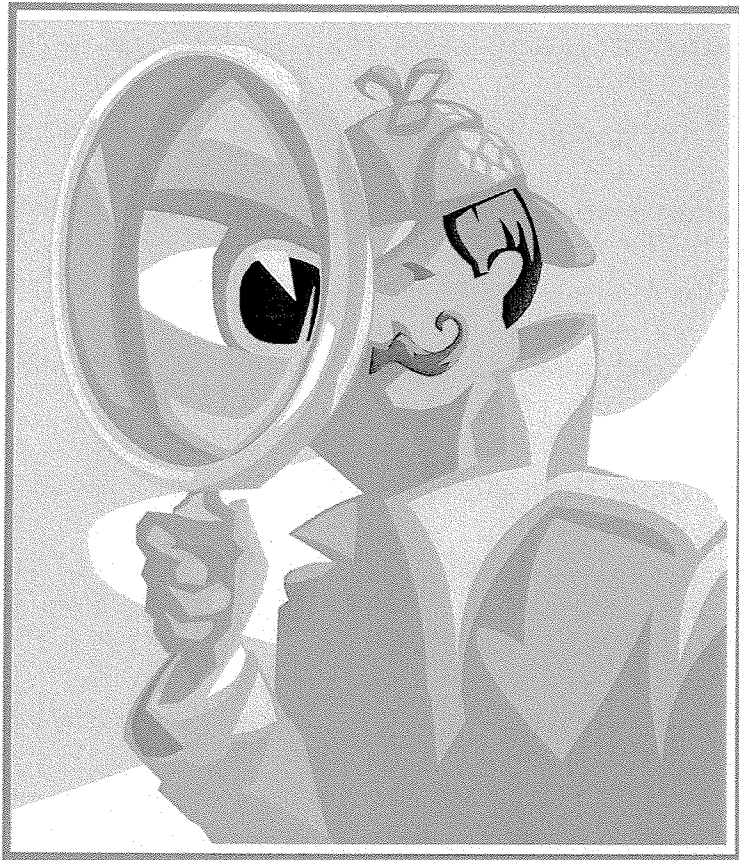
Susan Seibert was hired to replace Patti Hanson who retired in December 2004.

Corporal Dave Deffenbaugh was selected to instruct at CJTC as a TAC Officer

Corporal Pat Simonton replaced Deffenbaugh in PSU.



Property Evidence Unit



Property Evidence Unit

In 2005 evidence entry accounted for 12042 items. This marks the fourth consecutive year where the evidence intake has increased. In September 2005 the unit started using a bar coding system for all evidence that was received. During the third quarter it was determined that all existing evidence and property items should be bar coded. Part time 1040 employees were used to start this process which has continued into 2006. With the forthcoming relocation of the Property Room to the NCH location numerous hours have been spent on meetings and planning for the move.

Property Evidence Transactions By Year

2005 - 12042 items were booked. There are 9942 items still active.

2004 - 11913 items were booked. There are 8979 items still active.

2003 - 8964 items were booked. There are 3093 items still active.

2002 - 7605 items were booked. There are 1644 items still active.

2001 - 8064 items were booked. There are 102 items still active.

Active Cases Older Than 2001

There are 45 cases active from 1965 thru 2001 (Each of the following years include a homicide case 65, 79, 80, 84, 85, 87, 90, 94, 96 & 97.) These cases contain approximately 1200 items of evidence.

The current total of the items in storage is approximately 25,000.

Note: The number of evidence items is approximate for all years before 2005. Prior to 2005 there was no way available to get an accurate count except by hand. The item count was determined by estimating each case as having an average of three (3) items of evidence.

Firearms

There are 152 handguns and 110 long guns currently stored as evidence. Also 35 handguns and 22 long guns are being stored for destruction. There are 5 handguns and 1 long gun being held that are considered antiques. During 2005 a total of 40 handguns, 27 long guns, 4 boxes of miscellaneous weapons, swords and long knives were destroyed.

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Internal Audit

On March 3 and September 20 the Staff Support Commander performed an inspection and an audit randomly selected evidence items. On February 8 the Deputy Chief did an inspection of the property room with "Excellent overall" comment. A Property Room Technician from Kirkland PD conducted another internal audit December 12 selecting items at random. All the evidence was accounted for in the computer and the paper file.

Records Management System

The Evidence Center module was implemented in September

Volunteers, Light Duty Officers, and 1040 Employees

In 2005 there were two volunteers working in the Property Evidence Unit. Together they logged 122 hours. Three light duty officer accounted for 560 hours. There were four 1040 temporary employees at work in the property room. These temporary employees logged a total of 15 months and two weeks or 2480 hours. All individuals mentioned provided P&E with the one and one half employee or 3162 hours during 2005.

Records Unit



The Records Unit

Operations

Records Specialists provide service to the public at the walk-in lobby and receive non-emergency calls during business hours. The Records Unit business hours were reduced in 2005 due to staffing shortages.

Records is staffed around the clock to support the law enforcement operation, including prisoner monitoring, bail collection for in-custody defendants, and confirming and entering critical information in the WSP ACCESS criminal justice computer system.

Planning

The Supervisory Team worked with City staff and architects to plan for the Records office in New City Hall. In the new Records Unit, all active cases, arrest fingerprint ID packets and other retained records will be housed within the Unit. This will significantly improve records retrieval and efficiency in serving the Department, the public, and other law enforcement agencies.

Technology

The Records Section relies on records management and information sharing applications to facilitate its services to police personnel and to citizens. Throughout 2005, we have worked to develop and maintain the applications that are used to support daily operations, including our Records Management System (CommandPoint), Public Safety Wireless, and information-sharing initiative such as RAIN (Regional Automated Information Network) and LInX (Northwest Law Enforcement Information Exchange).

Recruitment, Hiring and Retention

2005 Records Specialist Vacancies – Recruitment Test May 21, 2006

Vacancies	3 FTE
# Applications	
Reviewed/Screened	76
Invited to Test	60
Interviewed	11
Candidates Backgrounded	6
Positions Filled	3 FTE
Specialists in Training	3
Specialists Resigned	1

1040 Hourly Employees

There were five 1040 employees working in Records. Four employees enter data into CommandPoint and one copies case reports for dissemination.

Police Records Volunteers

Records volunteers worked on tasks and projects for the Records Unit consistently throughout the year. Volunteers reconstructed criminal citation ticket books, filed police reports and fingerprint ID packets in archives, and processed WSP disposition reports. Their commitment to work on these tasks each week is sincerely appreciated.

CommandPoint Data Entry Statistics

The Data Entry Statistics below reflect the numbers of reports in each category that were entered into the Records Management System in 2005. Supplements, follow-ups and late-arriving cases from 2004 that were entered in 2005 are included in these numbers. 2005 cases that were entered after January 1, 2006 will be included in 2006 statistics

	<u>2003</u>	<u>2004</u>	<u>2005</u>
Arrest Report Entry	4,248	3,695*	3,542
Case Report Entry	15,626	13,338	13,848
Criminal Citations	2,863	2,429	2,025
Field Interview Reports (FIR cards)	2,310	1,183	2,412
Non-Traffic Infractions	48	26	38
Parking Tickets	1,930	1,377	1,694
Traffic Accidents	2,162	1,659	2,020
Traffic Infractions	26,000	17,676	22,922
Trespass Notices	352	518	652

*The number of Arrests entered in 2004 is significantly lower than 2003 because of changes in departmental procedures for recording Adult Diversions and Driving While License Suspended cases.

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Data Center Statistics

<u>Records</u>	<u>2004</u>	<u>2005</u>
Application to Transfer Pistols Processed	596	562
Denials	01	7
Multiple Sales	47	42
Book of Arrest Entries:	2,370	2,272
Juveniles	264	219
Outside Agencies	83	86
Booking Room Video Tape Archiving	79	81
DOL Documents Ordered:		
CCDR's & OL Photos	1,592	1,271
Vehicle Registrations & Title History	103	165
NCIC Validations	1,524	1,584
NCIC III's	6,327	7,442
Vehicle Logs		
Police Tows:		
Abandoned	131	104
Arrest DUI	184	132
Arrest non-traffic	188	232
Disabled vehicle	119	93
DWLS	98	30
NVOL	4	8
Stolen/Recovered	20	89
Traffic Accidents	679	706
Other	69	51
Total	1,592	1,445
Private Impounds	1,276	1,365
Repossessions	266	246
WACIC Missing Person Validations	14	9
Warrants Processed:		
New Warrants Entered	1,677	1,631
Warrants Recalled by the Court	950	421
Warrants not served, Expired	439	411

Domestic Violence Order Processing Team

Team Members

Team Leader & Trainer: 1 Lead Records Specialist
Processing & Validations: 3 Records Specialists
Processing Only: 2 Records Specialists

The DV team was formed in May of 2003. The team consists of Records Specialists who are assigned to process domestic violence/protection orders. This team concept has proven to be successful in the accuracy and timely manner in which each order is processed for entry into the state computer system and for service as directed by the court.

In 2005, the team attended two training conferences conducted by the team leader with guest speakers from the City of Bellevue Legal Department, WSP ACCESS Auditors Office, and representatives from District and Superior Courts.

Protection (DV) Orders for Service & Entry:	<u>2004</u>	<u>2005</u>
Anti-Harassment Orders	293	235
Protection Orders	309	353
Restraining Orders	183	220
No Contact Orders	238	281
Orders Prohibiting Contacts	<u>193</u>	<u>155</u>
Total	1,216	1,244

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Records General Data

Bail and Service Receipts:

	<u>2003</u>	<u>2004</u>	<u>2005</u>
Bail	\$153,275	\$106,740	\$139,200
Service	\$ 13,269	\$ 9,995	\$ 6,993

Checks Received by Mail for Case Report Disseminations:

	<u>2003</u>	<u>2004</u>	<u>2005</u>
Dissemination Receipts	\$ 10,772.42	\$ 9,645.00	\$ 8,424.25

	<u>2004</u>	<u>2005</u>
Computer Aided Dispatch Entries	7,845	5,935
Dissemination	4,463	6,978
Expungements	44	63

Firearms License Applications:

Concealed Pistol Licenses Originals	154	200
Renewals	112	116
Late Renewals	30	31
Replacements	26	15
Denied	1	2
Revoked	0	0
Voided	<u>12</u>	<u>15</u>
Total	335	379

Alien Firearms Licenses	3	6
Firearm Dealer Licenses	9	7

Records Checks	5,739	5,142
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Salvation Army Voucher Program:

Lodging Vouchers	16	23
Total Lodging Vouchers Amount	\$1,857.65	\$1922.45

Food Vouchers	5	8
Total Food Vouchers Amount	\$150.00	\$140.00

Adults	10	17
Adults with Children	13	11
Total Children with Adults	14	18

Case Reports: Archiving and Records Retention

The Department retains case records for 5 years plus the current year, in compliance with the state's records retention schedule, with the exception of major crimes cases, sex crimes and active WACIC/NCIC cases.

Crime reports such as homicide, rape, arson and robbery are retained indefinitely. Active cases are retained until closed by investigation or judicial proceedings. Cases involving missing persons, stolen vehicle, boats, firearms, parts, protections orders and active warrants are retained until the incident is no longer active or is closed.

In 2005, case reports from 1997 through 1999 were purged excluding the types of cases identified for retention.

<u>Year</u>	<u>Retained</u>	<u>Purged</u>
1997	487	16,335
1998	556	15,460
1999	<u>580</u>	<u>15,263</u>
Total	1,623	47,058

In 2005, nineteen boxes of latent prints were researched for retention value, with most being purged. Major crimes cases have been inventoried and stored at an off-site secure storage facility.

Records Annual Overtime

Annual figures for Overtime in Records are unavailable for 2005 because of the City's conversion to a new financial system. The following chart compares figures for July through December, 2005 with figures for the same months in 2004 and 2003.

	<u>2003</u>	<u>2004</u>	<u>2005</u>
OT for Shift Fill/Shortage	948.41	809.83	945.25
Other OT	1091.58	501.95	446.50
Total OT for July - Dec	2039.99	1131.78	1391.75

Records Personnel Training 2005

ACCESS - Level 1
Advanced Microsoft Excel For The Power User
Bellevue Beginnings
Bloodborne Pathogens
Business Writing & Grammar Skills Made Easy & Fun
Business Writing Basics For Professionals
Chemical Hazards
Coaching & Teambuilding Skills For Managers & Supervisors
Coaching Skills for Managers & Supervisors
Coaching, Mentoring & Team-Building For Supervisors
Communicating With Confidence
Communicating With Diplomacy & Tact
Communicating With Tact & Finesse
Communicating With Tact & Skill For Managers & Supervisors
Conducting Employee Performance Evaluations
Conflict Management Skills For Women
Cutting Edge Skills For The Extraordinary Assistant
Dealing Effectively With Unacceptable Employee Behavior
Dealing With Difficult People
Domestic Violence Training
Essential Time Management & Organization Skills
Excelling As A First-Time Manager Or Supervisor
Excelling As A First-Time Supervisor
Fall Domestic Violence Training
Fall L.E.I.R.A. Conference
Finance & Accounting For Non-Financial Managers
First Aid/CPR
How To Be A Dynamic Trainer
How To Be An Outstanding Communicator
How To Become A Better Communicator
How To Excel At Managing & Supervising People
How To Get More Organized
How To Motivate, Manage & Lead A Team
Knock-Your-Socks-Off Customer Service
Law Enforcement Information Management Training Conference
Leadership & Supervisory Skills For Women
Leadership Development & Teambuilding
Making Managers Into Leaders
Management & Leadership Skills For First-Time Supervisors
Management Skills For Secretaries & Support Staff
Managerial Leadership
Managing & Eliminating Unacceptable Behavior
Managing Multiple Projects, Objectives & Deadlines
Meyers-Briggs Personality Assessment
Microsoft Excel - Beyond Mere Basics
Moving From Conflict To Collaboration
NICS Training
Northrop Grumman User's Group

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Presenting Thoughts & Ideas: Influencing Others
Proactive Listening
Professional Development For Women
Professional Presentation Techniques
Speaking With Confidence And Conviction
Spring L.E.I.R.A. Conference
Strengthening Your People Skills in the Workplace
Stress Management For Women
Successful Project Management
Supervisor's Guide to Delivering Criticism & Discipline
Supervisory Pathways: Corrective Performance Management
Supervisory Pathways: Giving Recognition
Supervisory Pathways: Legal Issues For Supervisors (FMLA)
Supervisory Pathways: Recruiting & Selection
Supervisory Pathways: Developmental Performance Management
Taking Initiative Through Personal Empowerment
Teaching Adults Successfully
The 7 Habits of Highly Effective Managers
The Cheese Experience; Strategies For Adapting To Change
The Leader In Each Of Us
The Rules Of Engagement: Creating True Success & Teamwork
The Seattle Creativity Camp
The Ultimate Supervisor
The Washington Conference For Adobe Photoshop Users
The Washington Conference For Women
Understanding & Using Emotional Intelligence
Wash. Conference on Leadership Development & Teambuilding
Windows XP (Level 1)
Workplace Harassment
Workplace Harassment for Managers
WSP Criminal Justice Conference

"ACCESS" Certification

**Washington State Patrol
Washington Central Computerized Enforcement Service System**

<u>Classroom Training</u>	<u>2004</u>	<u>2005</u>
Level 1 Classes	4	4
Total Students	46	18
Level 2 Classes	1	2
Total Students	3	8
 <u>Recertification</u>		
Total personnel recertified	61	120
Personnel who did not recertify	5	1

Police personnel whose two-year certifications are due to expire take the WSP ACCESS recertification test at Bellevue PD. A Records Supervisor is the Technical Agency Coordinator for Bellevue PD and is responsible for ensuring personnel are trained and certified to use the ACCESS system.

Acknowledgements

Thank you to the following personnel for providing information for this Annual Report:

Captain Cherie Baker
Supervisors Deborah Brennan, Bud Campbell, Marnie Carrithers,
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Nomura, Bill Proldsorfer
Data Analyst Lynne Zirkle
Geofile Technician Kevin Bryson

Major Michel Pentony
Commander, Staff Support

